**Functional Category:  Position Control**

**Vendor Response Codes:**

**S = Standard Function ("Out-of-the-Box")**　　　　　　　　　**N = Cannot Meet Requirement**
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| Reference Number | Business Requirements | Vendor Response | Comments | Cost to Modify | Hours to Modify | Upgrade Impact |
|---|---|---|---|---|---|---|
| | **Position Control General Requirements** | | | | | |
| PC 1.00 | System shall provide the capability to allow the Position Control module to maintain all established, budgeted, and manage positions. | | | | | |
| PC 2.00 | System shall provide the ability to vary processing functions at any level in the organization structure based on security defaults. | | | | | |
| PC 3.00 | System shall have the ability to establish and manage positions at user defined levels.  The following should be included at a minimum: | | | | | |
| PC 3.01 | Organization (Agency, Dept, Div, Cost Center) | | | | | |
| PC 3.02 | Program (Performance Based Budget) | | | | | |
| PC 3.03 | Work location | | | | | |
| PC 3.04 | Position | | | | | |
| PC 3.05 | Sequence # | | | | | |
| PC 3.06 | Grade | | | | | |
| PC 3.07 | Salary Ranges | | | | | |
| PC 3.08 | Class Code | | | | | |
| PC 4.00 | Position control will be integrated with the following system functions: | | | | | |
| PC 4.01 | Personnel Administration | | | | | |
| PC 4.02 | Payroll | | | | | |
| PC 4.03 | Budgetary Control | | | | | |
| PC 4.04 | Budget Development | | | | | |
| PC 4.05 | Benefits Administration: | | | | | |
| PC 4.06 | Certification (Workers Comp) | | | | | |
| PC 4.07 | General Ledger | | | | | |
| PC 4.08 | Compensation | | | | | |
| PC 4.09 | Applicant Tracking | | | | | |
| PC 4.10 | Time & Attendance | | | | | |
| PC 5.00 | System must have the ability to maintain an unlimited number positions. | | | | | |
| PC 6.00 | System must have the ability to maintain an unlimited number of position classifications. | | | | | |
| PC 7.00 | Provide user defined security features including ability to control statewide access and update capabilities based on data element values such as: | | | | | |
| PC 7.01 | Organization (Agency, Dept, Div, Cost Center) | | | | | |
| PC 7.02 | Function | | | | | |

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| PC 7.03 | Confidential information | | | | | |
| PC 8.00 | System should have ability to track hours by Position. | | | | | |
| PC 9.00 | System should have ability to calculate hours (Temp Positions). | | | | | |
| PC 10.00 | Provide for history of all changes to positions for the state (including Reorganizations & Transfers). | | | | | |
| PC 11.00 | System shall maintain a chronological history of authorized positions for the state. | | | | | |
| PC 12.00 | System shall maintain a chronological history of incumbents by positions for the state. | | | | | |
| PC 13.00 | System shall provide the capability within Position Control to allow functions to be date driven.  Allowing for future dating of functionality and, where appropriate, past dating. | | | | | |
| | **Position Control** | | | | | |
| PC 14.00 | System will track and report all positions authorized to fill at user defined levels in an organization. | | | | | |
| PC 15.00 | System will track and report all budgeted positions. | | | | | |
| PC 16.00 | System will track and report incumbents by position. | | | | | |
| PC 17.00 | System will track and report vacant positions. | | | | | |
| PC 18.00 | System will track and report other position variances. | | | | | |
| PC 19.00 | System shall provide what-if analysis for all budgeting and staffing control functions. | | | | | |
| PC 20.00 | System shall provide the capability for all personnel transactions to be linked to Position Control such that position data is verified/updated at the completion of each transaction (new hire, termination, transfer, etc.). | | | | | |
| PC 21.00 | System will track all positions, vacancies, etc. - Position control database shall track all positions whether filled or vacant and be able to describe the positions as part time, full time, etc.. | | | | | |
| PC 22.00 | System fully integrates with personnel actions (e.g., a new employee could not be hired until system verifies that an authorized position is, or will be, vacant at effective date of hire. | | | | | |
| PC 23.00 | System integrates with budget process to provide costs of current and proposed positions, including vacancies. | | | | | |
| PC 24.00 | System shall provide for interagency agreements, including: | | | | | |

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| PC 24.01 | Track the original organization, program, etc. | | | | | |
| PC 24.02 | Track using  organization, program, etc. | | | | | |
| PC 24.03 | Provide for flexible routing and approval (memo of understanding) | | | | | |
| PC 25.00 | System shall provide the capability for user defined levels of position control, including: | | | | | |
| PC 25.01 | Position # | | | | | |
| PC 25.02 | Sequence # | | | | | |
| PC 25.03 | Program | | | | | |
| PC 25.04 | Position pool | | | | | |
| PC 25.05 | Organization (Agency, Dept, Div, Cost Center) | | | | | |
| PC 25.06 | Job class | | | | | |
| PC 26.00 | System maintains data for all Sequence #'s, including: | | | | | |
| PC 26.01 | Regular | | | | | |
| PC 26.02 | Seasonal | | | | | |
| PC 26.03 | Part Time | | | | | |
| PC 26.04 | Pooled (shared) | | | | | |
| PC 26.05 | Exempt (Executive & Career) | | | | | |
| PC 26.06 | User Defined | | | | | |
| PC 27.00 | System shall provide the capability to  "Freeze" positions (revoke authorization to hire) at different levels based on user defined parameters. | | | | | |
| PC 28.00 | System shall provide a link between a frozen position and the new position. Requires a many-to-many relationship capability. | | | | | |
| PC 29.00 | System shall allow the assignment of an employee to multiple positions across organizational boundaries. | | | | | |
| PC 30.00 | System shall provide for assignment of multiple employees to a single position based on user defined parameters. | | | | | |
| PC 31.00 | System shall allow assignment and tracking of contractors to positions. | | | | | |
| PC 32.00 | System shall allow overlapping of a position with appropriate authorization (2 employees to 1 position). | | | | | |
| PC 33.00 | System easily makes mass changes.  At a minimum, the following capabilities must be included: | | | | | |
| PC 33.01 | Apply mass changes based on flexible criteria | | | | | |
| PC 33.02 | Limit access to mass change capabilities | | | | | |

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| PC 34.00 | System applies retroactive changes. | | | | | |
| PC 35.00 | System shall track positions by: | | | | | |
| PC 35.01 | Agency | | | | | |
| PC 35.02 | Department | | | | | |
| PC 35.03 | Division | | | | | |
| PC 35.04 | Section | | | | | |
| PC 35.05 | Work Unit | | | | | |
| PC 35.06 | Classification | | | | | |
| PC 35.07 | Multiple user defined fields (by department) | | | | | |
| PC 36.00 | System provides comment field for all position changes. | | | | | |
| PC 37.00 | System shall provide for a schematic code which allows sorting of position into logical sequence. | | | | | |
| PC 38.00 | System has the ability to archive and retrieve positions. | | | | | |
| PC 39.00 | System will have the ability to track a position based on authorization for creating position. | | | | | |
| PC 40.00 | System should allow the creation of user-defined Position pool categories | | | | | |
| PC 41.00 | System should allow for hour-limited positions to be established. | | | | | |
| PC 42.00 | System should provide ability to reclassify positions and the individuals within those positions globally - the process should be initiated via an online transaction | | | | | |
| PC 43.00 | System shall provide the ability to transfer positions from one position number to another subject to user definable parameters that include: | | | | | |
| PC 43.01 | Allowable for agency | | | | | |
| PC 43.02 | Allowable for cost center | | | | | |
| PC 43.03 | Other user definable criteria | | | | | |
| PC 44.00 | System shall provide the ability to change account coding distributions (funding sources) associated with positions and the individuals within those positions. | | | | | |
| PC 45.00 | System generates projections of payroll liabilities from filled positions and savings from vacant positions. | | | | | |
| PC 46.00 | System should calculate the turnover rate based on position. | | | | | |
| PC 47.00 | System should have the ability to create positions that are exempt from the salary policies. | | | | | |

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| PC 48.00 | System shall have the ability for positions to be classified by Organization Structure. | | | | | |
| PC 49.00 | System shall have the ability to have flexible classes (for instance, the system will notify an agency when an employee has completed a probation period). | | | | | |
| PC 50.00 | Workflow routes position change requests to various staff members for approval. | | | | | |
| **Salary Projections** | | | | | | |
| PC 51.00 | System must provide the ability to calculate salary requirements for positions by each segment of the Chart of Accounts (i.e. Department, Organizational Unit, Fund, Project, Grant, etc), for the following categories of positions: | | | | | |
| PC 51.01 | - Budgeted positions | | | | | |
| PC 51.02 | - Filled positions | | | | | |
| PC 51.03 | - Vacant positions | | | | | |
| PC 51.04 | - Authorized positions | | | | | |
| PC 51.05 | - New positions budgeted | | | | | |
| PC 51.06 | - Positions to be deleted | | | | | |
| PC 52.00 | System shall provide a salary projection tool based on user-defined start and end dates.  Distinguish current year projection from budget year projection, showing actual cost, projected cost and salary savings. | | | | | |
| PC 53.00 | System shall provide the ability to calculate salary requirements on budget and actual payroll for positions by each different categories of positions, including but not limited to: | | | | | |
| PC 53.01 | - Position type (Management, clerical, supervisory, etc) | | | | | |
| PC 53.02 | - Class | | | | | |
| PC 54.00 | Provide the ability to track vacancies for open (vacant) positions, including length of time a position is vacant. | | | | | |
| **Query Requirements** | | | | | | |
| PC 55.00 | System shall provide accurate, timely, and complete position information at all times to all authorized State users. | | | | | |
| PC 56.00 | System shall provide the ability to link to a classification specification associated with each position for on-line viewing. | | | | | |

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| PC 57.00 | System shall have the ability to locate a position by class code, budget unit, agency, requisition number, employee number, and survey number | | | | | |
| | **Reporting Requirements** | | | | | |
| PC 58.00 | System shall have the ability to produce reports for a specific time period for all elements of position control. | | | | | |
| PC 59.00 | System will sort and produce ad-hoc reports or list of positions on any field and order. | | | | | |
| PC 60.00 | System prints an organization chart for a selected portion of the organization, program, or function.  Optionally, employees and/or positions may be shown. | | | | | |
| PC 61.00 | System has the ability to generate user defined and standard reports. | | | | | |
| | **Data Requirements** | | | | | |
| PC 62.00 | Position Details: | | | | | |
| PC 62.01 | Full-time Employee Equivalents (FTE) | | | | | |
| PC 62.02 | Position number | | | | | |
| PC 62.03 | Sequence number | | | | | |
| PC 62.04 | Class Code | | | | | |
| PC 62.05 | Position Type (Permanent, Seasonal, FT/PT, Share) | | | | | |
| PC 62.06 | Conflict of Interest Statement validation | | | | | |
| PC 62.07 | Educational / Skills / Licenses / Certificates required | | | | | |
| PC 62.08 | Civil Service | | | | | |
| PC 62.09 | Longevity of employee in the position (used for budgeting) | | | | | |
| PC 62.10 | Work Units (HR Organization Structure) | | | | | |
| PC 62.11 | Exempt Positions | | | | | |